

## FAQ's – Conferences

### How do I book?

To book a conference either call us on 01332 226601, visit the website or complete a booking form on one of our flyers. You will then be sent a confirmation of your booking.

### Payment

Conferences can either be paid for on booking via credit card or paid by cheque on receipt of invoice. Invoices must be paid before delegates attend. Non-payment may result in you not being able to attend the conference.

### What do I do on arrival?

Joining Instructions will be sent out via post and emailed prior to the conference advising delegates of where the venue is. On arrival representatives will be available to direct you to your conference.

### Registration

On arrival at the conference room a representative will sign you in for the session and give you a copy of the lecture notes for the session. Please note you will need to sign in for both the morning and afternoon sessions if doing a 6 hour conference.

### Lunch

Unless otherwise stated on our marketing or website lunch is included with all conferences.

### Can I book on conferences on the day?

Yes delegates can book onto conferences on the day. We advise delegates call the office before attending to ensure a place is available. Conferences will need to be paid for on arrival.